

COMMITTEE ON HUMAN RESOURCES/INSURANCE

March 6, 2007

6:15 PM

Chairman Gatsas called the meeting to order.

The Clerk called the roll.

Present: Aldermen Gatsas, Garrity, Pinard, Duval

Absent: Alderman Shea

Messrs.: Virginia Lamberton, Tim Soucy, Denise Boutilier

Chairman Gatsas addressed item 3 of the agenda:

3. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Public Health Director, requesting the reorganization of the Health Department (detailed description enclosed herein).
(Note: savings associated with this reorganization total \$30,534.)

Alderman Duval moved for discussion. Alderman Garrity duly seconded the motion. There being none opposed, the motion carried.

Chairman Gatsas stated if we keep reorganizing this department we're going to save a million bucks if we do it every six months.

Mr. Tim Soucy, Public Health Director, stated that's our budget plan.

Alderman Duval stated as the Chairman has so noted, Mr. Soucy, prior to your appointment as Director of the Health Department of the City of Manchester this Committee with members here tonight considered a reorganization proposal by your predecessor and it was adopted and at the time I remember questioning the Director why it was so advantageous to eliminate the Deputy Director of Health position in the City of Manchester and with the endorsement of Mr. Ruscsek this Committee and the full Board adopted that recommendation...just curious as to your recommendation to go back to the Deputy Director position. I do want to say after reading the material I certainly applaud your work. I thought it was very thorough and I did take the occasion to go down and meet with you at your office

last week and your explanation I think is very convincing. So, I'm certainly okay with it but I think that you certainly might be able to shed some light on it and explain the difference between what your predecessor proposed and what you're proposing tonight.

Mr. Soucy stated sure that's a very legitimate question. Back the last time when we reorganized when Mr. Rusczek was the Public Health Director his intent upon the retirement of Rich DiPentima who was the Deputy Director was to prepare the up and coming staff in the administrative functions of the department. By eliminating the Deputy Director at that time it provided two employees myself and Anna Thomas the opportunity to learn more of the administrative aspects of the department so that when the time came that Mr. Rusczek would retire he would have staff prepared to move on. Since that time, since I've taken over I have met with all of our staff, we have done some strategic planning as to what our functions are, how our department is organized and I believe it's in the best interest of our department to carry out our mission to go back to that Deputy Director model and to eliminate that other position. So, I'm coming in tonight not requesting the Deputy plus refilling the other position, which accounts for the bulk of the savings. But, really in a manner that we have a clear chain of command at the Public Health Department now with a Deputy Director there's some new functions and some new projects that we're taking on that will be assigned to the Deputy Director and it's an opportunity for a couple of individuals to continue to grow through the reorganization.

Chairman Gatsas stated I'm sure you're sitting in the back of the room and we had discussions about the Fire Department and their elimination of the Assistant Chief and the elimination of the Assistant Chief at the Police Department some years in the past. Now, correct me if I'm wrong but the two positions were positions of 24's.

Mr. Soucy stated that's correct.

Chairman Gatsas stated that person would be moving up to a 25.

Mr. Soucy stated that's correct.

Chairman Gatsas stated but that also includes...does this chart show the automatic 10% increase in salary?

Mr. Soucy stated that's figured into the calculations yes.

Chairman Gatsas stated so what we did was take a position that Mr. Rusczek thought for growth would make sense to get you and Ms. Thomas to a parody position.

Mr. Soucy stated correct.

Chairman Gatsas asked how many months ago was that?

Mr. Soucy replied probably about a year ago, a little less than a year ago.

Chairman Gatsas stated and now we're reverting to the old program.

Mr. Soucy stated that's correct.

Chairman Gatsas stated so if you're here as long as Mr. Rusczek and Anna Thomas leaves somebody's going to be asking us or you might be asking us to go back to a position that shows parody so that we can get new root within the system.

Mr. Soucy stated I understand your point and once again as I look at how I'm going to manage the department moving forward I believe that this is the most appropriate way to continue to allow that individual to grow, to backfill my old position which we're downgrading to a pay grade 23 to be more in line with the functions of that positions. There wouldn't be the administrative duties and give an opportunity for an individual to grow that way as well as a couple of backfills behind that. So, there are some opportunities for other to continue to grow not necessarily in the administrative aspects and hopefully both Ms. Thomas and myself are going to be around for a while so that won't be necessary.

Chairman Gatsas stated I have a problem that we just did that...I don't know if it was even a year ago, was it a year ago?

Mr. Soucy replied I don't believe it was a complete year ago.

Chairman Gatsas stated last February okay. I would think that we would want to leave it in place for a little longer than a year to find out if it really working.

Mr. Soucy stated my only response to that is as how I look at how I want to manage the department and be the most effective and live within our resources I believe this is the most appropriate way to do so.

Chairman Gatsas asked is there any other discussion. There was none.

Alderman Pinard moved to accept the proposed reorganization of the Health Department as presented. Alderman Duval duly seconded the motion. The motion carried with Alderman Gatsas duly recorded in opposition.

Chairman Gatsas addressed item 4 of the agenda:

4. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Parking Manager, requesting the establishment of two new Parking Control Officer positions (one full-time and one part-time).

Alderman Duval moved for discussion. Alderman Garrity duly seconded the motion. There being none opposed, the motion carried.

Alderman Garrity stated it really doesn't say in Ginny's letter for the purpose of the hires...can you just briefly tell me what's the necessity to hire two additional staff...I missed the last meeting.

Ms. Denise Boutilier stated currently the City has two full-time Parking Control Officer's (PCO's) on the street and one part-time...Ginny, is that right. We've done a survey and talked to Portsmouth and Portsmouth currently has the same number of PCO's that we do and they have one-third of the parking meters that we do and they collect the same amount of revenue. So, we feel that with the addition of the PCO's we can increase the parking revenue and gain a better control over the abusers and the people that are parking downtown the PCO's can enforce a little better if we have more enforcers out there on the street...take better control of the parking spaces and the turnover downtown. I apologize Brandy is not in she had an emergency she had to take care of in Seattle.

Chairman Gatsas asked are you going to be coming before or is the department going to be coming because I know that there was conversation about four hires?

Ms. Boutilier stated we're requesting new positions...a new full-time and a new part-time but we currently have two full-time unfilled and a part-time unfilled in our budget so we are going to be hiring three full-time positions and two part-time positions.

Chairman Gatsas asked how long have those full-time positions been vacant?

Ms. Boutilier replied one of the PCO's left I believe it was probably about six months ago and the other one has been unfilled at the Police Department I believe...

Ms. Lamberton stated they have a couple of vacancies right now and I don't know what's happened with that. We had somebody leave and we just haven't recruited for those but we will and actually we've had some phone calls today about wanting to apply for those positions because of an article in one of the newspapers plus I think Brandy was just getting on her feet...she just came here in October and so to just jump out and hire people before she really knew what her staffing would be was wise and waited and watched and now she knows what she needs in order to increase the revenues for parking citations.

Chairman Gatsas stated so these positions can't wait during the budget cycle?

Ms. Boutilier replied no they can't we really need to hire those two PCO's as soon as possible and with the pilot program having been approved to put the PCO's under the Parking Division we can recruit them in a much faster way that the Police Department would be able to.

Chairman Gatsas asked do you have enough funds within your budget to do the hiring?

Ms. Boutilier replied we have enough funds in the budget to fill the positions yes.

Ms. Lamberton stated I believe that's in Brandy's letter certifying that funds are available...it's an enterprise fund.

Chairman Gatsas stated but is it within their budget is my question.

Ms. Boutilier replied yes it is.

Ms. Lamberton stated yes it is.

Alderman Pinard moved to approve the establishment of two new PCO's as outlined. Alderman Duval duly seconded the motion. There being none opposed, the motion carried.

TABLED ITEMS

5. Communication from Virginia Lamberton, Human Resources Director, requesting that the Grants Coordinator position be reclassified to a new title of VISTA Project Administrator, salary grade 20.
(Tabled 10/03/2006)

This item remained tabled.

6. Communication from Virginia Lamberton, Human Resources Director, recommending the establishment of a Parking Shift Supervisor class specification at grade 15, salary range \$32,311 to \$46,068 and seeking approval of updated Cashier, Custodian and Security class specifications.
(Tabled 02/05/2007)

This item remained tabled.

There being no further business to come before the Committee, on motion of Alderman Pinard, duly seconded by Alderman Duval, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee